

# How to Use MY LIBRARY 3 (Renewing Your Loans)

Renewal of your loans is permitted once within your loan period.

## Login



- 1 Go to the website of Gifu Prefectural Library. Click “ログイン(Login)” of “My ライブラリ.”
- 2 Enter eight-digit number on your library card and your password.

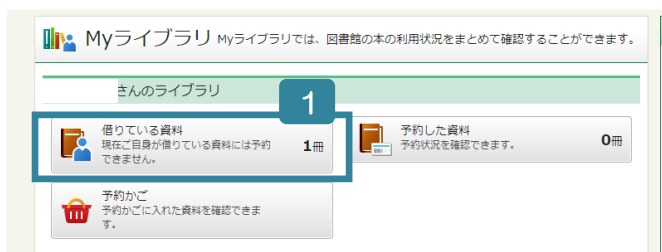
※ For those who do not have password

Apply for temporary password at the counter, by post or on our website.

※ For those who forgot your password

Go to “パスワードを忘れた方” to reset your password. (You will need to register your email address beforehand.)

## Renew the Due Date



- 1 Click “借りている資料(My Checkouts).”
- 2 See the list of items you have checked out and click “貸出延長(Renew).”
- 3 The new due date is shown at “延長後返却日(New due date).”  
Click “貸出延長” to confirm. (You have additional three weeks from the date of renewal.)

※ You cannot apply for the renewal in the following cases.

You have overdue items.

The item has requested by another user.

The item you have requested through Interlibrary Loan Service.